Policy for transferring families from one FCCP to another August 18, 2014

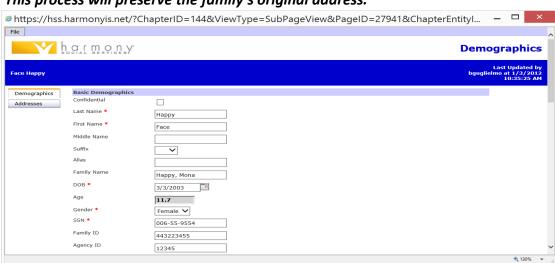
Whenever possible it is desirable to transfer a family from one region to another in a planned and coordinated fashion.

- 1. When a family is moving to another region and wishes to continue with FCCP support, the **sending region** will get a signed release from the family and contact the **receiving region's** Intake Department to inform them of the referral.
 - The **sending region** will document Progress Note(s) in the child/youth's RIFIS record supporting step #1 occurred.
- 2. The **sending region** will request a joint meeting with a Supervisor or FSCC of the **receiving region**, and the family, if this is appropriate.
 - The sending region will document Progress Note(s) in the child/youth's RIFIS
 record supporting step #2 occurred, as well as, begin to prepare any other
 required Wrap transitional documentation in RIFIS prior to closing the record.
- 3. It is most effective to have this meeting once the family has relocated to the new FCCP region so that it is certain that the family has relocated. In this situation, the receiving region will wait for the transitional meeting to take place and the sending region to complete all Wrap transitional documentation in RIFIS, before creating an FCCP Open/Close record linking the family to the new FCCP region.

Following this protocol will prevent FCCP regions from overlapping open/close dates on the Census Report!

- The **sending region** will document the Transitional Team Meeting in the child/youth's RIFIS record, including the **receiving region's** attendance and participation at the Transitional Team Meeting requested in step #2.
- The **sending region** will provide the **receiving region** with appropriate paperwork, assessments, and plans.
- At the meeting, the **sending region** will collaborate with **receiving region** a date all required Wrap transitional documentation in RIFIS will be complete in order for child/youth's record to be opened up to the new FCCP region.

4. Once the FCCP transition meeting has taken place, the **sending region** will close the case in RIFIS so the **receiving region** can start the intake process. In order to preserve the OLD address of the family, the **receiving region** will remove the original address from the Demographic page field and enter it in a record created by using the ADDRESS subtab shown below. The NEW address for the family should then be entered in the address field on the Demographic page.



This process will preserve the family's original address.

5. A ticket can be put into *RIFIS Support* by the **sending region** so that the **receiving region** can have access to existing documentation from **the assessments and forms tab** only.